



## **Title I School Planning Process and Operating Procedures**

These procedures cover:

- [Annual Review and Update of Title I School Plans](#)
- [Process to Monitor Plan Effectiveness](#)
- [Forms and Appendices](#)

### **Annual Review and Update of Title I School Plans**

Each year the State Board will work closely with its schools to ensure that the Title I school-wide plan and corresponding budget is properly developed and/or updated. The Board will institute the following steps to review and update the school plans:

- The Board's federal programs coordinator will train each school's principal or designee on the school planning process including required information, timelines, and expectations. The training will be held through a webinar or in-person, as necessary.
- By April 15<sup>th</sup> of each year, prior to beginning the process to review and update the school plan and budget, each school must submit a list of planning team members to the federal programs coordinator using the required form included in these procedures. The federal programs coordinator will use the required form to verify that the planning team consists of all required members.
- The Board's federal programs coordinator will be included as a member of the school-wide planning team for each district school and, to the extent feasible, may attend meeting(s) of the planning team.
- Prior to beginning the process for reviewing and updating the school plan, each school will submit a proposed list of planning team meetings including dates, times, and locations, to the federal programs coordinator by April 15<sup>th</sup> of each year using the required form included in these procedures.
- Each district school will be required to submit a copy of all sign-in sheets and agendas to the federal programs coordinator within two (2) business days of each planning team meeting. Schools will also retain hard and soft copies at the school level.
- The federal programs coordinator will be in constant communication with the principal and/or designee in charge of the planning process to serve as a resource for any questions and to ensure that the school planning process is taking place with fidelity. The federal programs coordinator will periodically review drafts of the plan and provide ongoing feedback prior to submission in ePlan.
- After submission of the Title I school-wide plan for each school via ePlan, the federal programs coordinator will review the plan for completeness and alignment with the district plan and will ensure that the plan itself is based on a comprehensive needs assessment.



- If the federal programs coordinator has additional questions or requires edits to the plan, it will be sent back to the school for changes and re-submitted for approval.

### **Process to Monitor Plan Effectiveness**

The Board's federal programs coordinator will conduct quarterly check-ins with each school to discuss progress and effectiveness of the school-wide plan. This will include a discussion with school leaders on progress towards goals including data supporting the effectiveness of the programs outlined in the plan, verification that activities and/or initiatives included in the plan are taking place, and discussion of any concerns or questions that school leadership or the district has with regard to the implementation/effectiveness of the school-wide plan.

If student needs have changed, the school can make changes to the plan at any time during the year. However, these changes must be discussed with and approved by the Board. Any changes to the budget for Title I programs will require a budget amendment and must be approved by district personnel. Budget amendment windows will coincide with Tennessee Department of Education deadlines and will open at least twice per year. Anticipated windows are Sept./Oct. and Jan./Feb. Authorized charter schools will receive an e-mail from the federal programs coordinator outlining exact budget amendment windows and due dates.

The district federal programs coordinator will provide any additional support to the school that he/she can during quarterly check-ins and throughout the school year to ensure that the school-wide plan is implemented and effective. The federal programs coordinator will also ensure that the authorized charter school has made the school-wide plan available to parents/guardians and the public and that it is in an understandable format, including a language that they can understand.



## Forms and Appendices

The following forms are included to supplement these procedures:

- [Title I School Planning Team Membership Form](#) – *required*
- [Proposed Planning Team Meetings Form](#) – *required*



## Title I School Planning Team Membership Form

A charter school authorized by the State Board shall annually submit the names of individuals selected to serve as members of the school's Title I School-wide planning team, along with a list of proposed dates of planning team meetings by **April 15<sup>th</sup>**, prior to the beginning of the school planning and budgeting process. The federal programs coordinator will verify that all required members of the planning team are included.

**Name of Charter School:** \_\_\_\_\_

**School Year of Appointment:** \_\_\_\_\_

*(The school year of appointment will begin July 1<sup>st</sup> and end June 30<sup>th</sup>)*

Member Name & School Position/Relationship	Member Role
	Principal* (Team Lead) Provide Contact Information
	Administrator(s)* (specify position)
	Teacher(s)* (specify grade/subject)
	Community Member(s)* (specify organization)
	Parent(s)* (specify grade)
	Paraprofessional(s)* (specify position)
	District Federal Programs Coordinator*
	Student(s) (If a high school)* (specify grade)
	Other (specify)

\*Required members. See ESSA, 20 U.S.C. § 6314(b)



### Proposed Planning Team Meetings Form

Date and Time	Location

This form must be submitted by **April 15<sup>th</sup>**, along with the the Planning Team Membership Form.

\*Please submit all agendas and sign-in sheets from planning team meetings to the federal programs coordinator at [Angela.C.Sanders@tn.gov](mailto:Angela.C.Sanders@tn.gov) within two (2) business days of the meeting.